

CLERK II

GRADE: 2

FLSA: NON-EXEMPT

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

DESCRIPTION OF DUTIES:

General office duties including but not limited to answering telephone, typing, data entry, filing, handling contracts and memberships, receives and sorts incoming correspondence, acts as receptionist, gathers information for reports and handles cash and fees.

QUALIFICATIONS/SKILLS:

Must possess excellent communication skills, typing and data entry experience preferred. At least two satisfactory references.

EXPERIENCE:

One year job related experience.

EDUCATION:

High school diploma or equivalent

DIVISIONS:

All

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